

31 August 2023

**IC-252589-M8K7**

**Request**

You asked us:

*"In a practice recommendation to Swinburne, Snowball and Jackson dated 9 August 2023, you refer to an enclosed data protection leaflet. Can you please provide a copy of that leaflet by reply?"*

This is in relation to a reprimand that was issued to Swinburne, Snowball and Jackson which has been published on our website [here](#).

We received your request on 18 August 2023.

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

**Our response**

We can confirm that we hold information in scope of your request. Please find attached a copy of the leaflet, no redactions have been applied to the document.

This concludes our response to your request.

**Next steps**

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full review procedure [here](#).

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint through our website](#).

## **Your information**

Our [Privacy notice](#) explains what we do with the personal data you provide to us, and set out your rights. Our retention schedule can be found [here](#).

Yours sincerely,



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